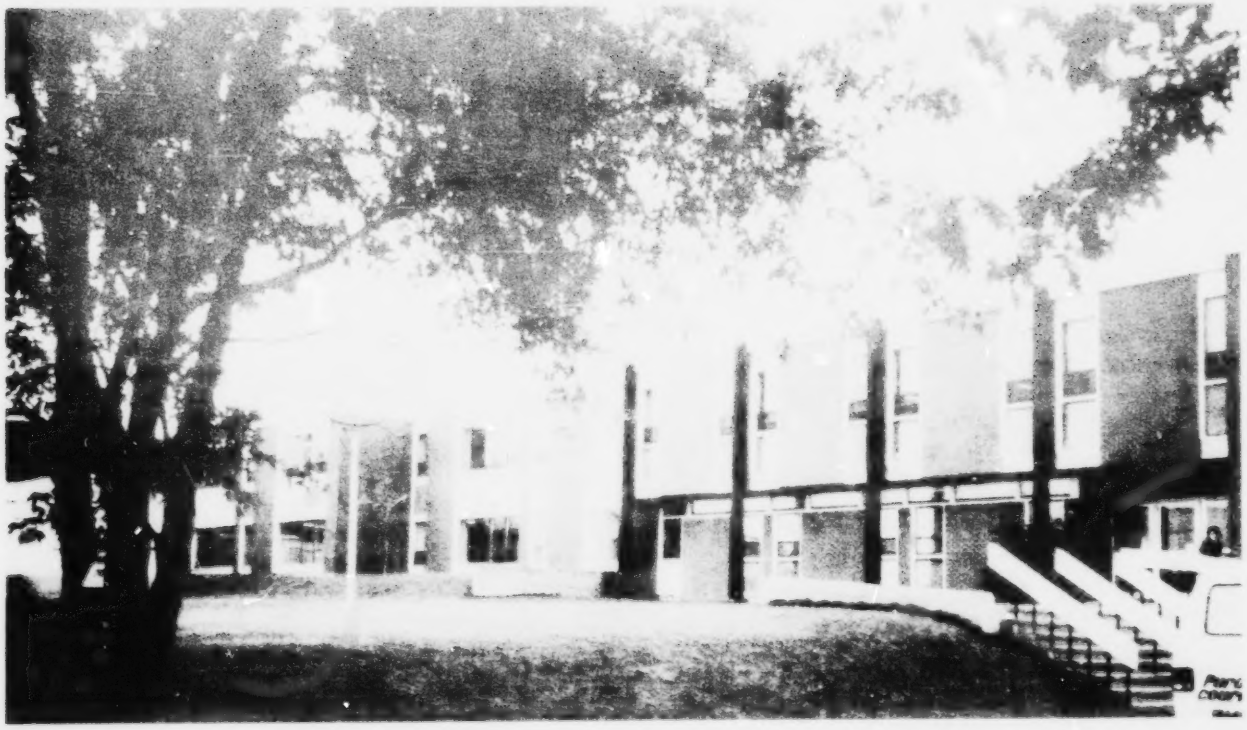
REGIONAL SCHOOL UNIT 3



Annual Report
For The Year Ended
June 30, 1990

ANNUAL REPORT

OF

REGIONAL SCHOOL UNIT 3

TO

THE MINISTER

DEPARTMENT OF EDUCATION

AND

THE PEOPLE OF REGIONAL SCHOOL UNIT 3

PARKDALE, P.E.I.

October 3, 1990

91-03828/

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COVER: Charlottetown Rural High School
Location of the Annual Meeting
October 3, 1990

REPORT OF THE CHAIRPERSON AND EXECUTIVE COMMITTEE

Louis Bradley, Chairperson

From my viewpoint as Chairperson of the School Board, the 1989-1990 school year was very interesting and it provided all trustees with an opportunity to participate in the improvement of the Unit 3 school system. In addition to the regular meetings of the School Board and the monthly meetings of the standing committees (Finance and Operations, Curriculum, and Personnel), the Board Members attended Conference Sessions dealing with French Regulations, Stanhope/Grand Tracadie Zoning, Teacher Transfer Practices, Career Exploration Courses, Disposal of Surplus Buildings, and the new P.E.I. Philosophy of Education.

Many of the regular meetings of the School Board were held in schools throughout the Unit. At each school location, the Principal provided the Trustees with an outline of programs offered in the school. These reports were very valuable for the Trustees; the number and type of learning experiences available for the students is certainly encouraging. At the meetings, parents and other members of the public offered advice to the School Board during the public input section of the agenda. These presentations were gratefully accepted by all Board Members.

Very early in the year, Trustee David Oldford was transferred from the Charlottetown area; the vacant position was filled by Trustee Lorraine MacDonald who was appointed by the Minister of Education to complete the term. At the end of the next school year, elections will be held for approximately one-half of the positions on the Board. Unit 3 Trustees completed a review of the electoral zones and submitted recommendations to the Department of Education that will, hopefully, be put into place before election time.

One of the highlights of the year was the opportunity to accompany the Honourable Paul Connolly, Minister of Education, on a schedule of visits to all schools in the Unit. As a representative of parents in Unit 3, I was very proud of the atmosphere that we found during the visits. Each school was unique and seemed to have a distinct personality based on the environment created by the students and staff. I was especially pleased by the welcome which we received at each school; the students, staff, and administrators were gracious hosts. In a similar vein, the School Board Members enjoyed a dinner that was held with the Board of Governors of the Area 3 Local Association. The social evening gave members of both boards the opportunity to exchange ideas on a number of educational matters.

During the past year much energy has been given to planning and implementing construction projects at eight sites within the boundaries of Unit 3. The extensions at Glen Stewart School and

East Wiltshire School have been completed. Major extensions and renovations are either completed or well underway at Birchwood Junior High School and Queen Charlotte Junior High School. At Birchwood, the extension work under phase one has been accomplished; the renovation work under phase two should be completed shortly. As well, anew grades one to nine school in the North Shore (Gulf Shore Consolidated) is in mid-construction and the new Cornwall Primary should begin to take form in September, 1990. Planning continues for the introduction of two comprehensive high schools at Charlottetown Rural and Colonel Gray. Each of the schools will receive extensive renovations that will include added space for the present programs, improvement in school services, and facilities and programs under the heading of Career Exploration Courses. When all projects have been completed, the Unit will have undergone the most expansive series of school construction in its history.

In order to provide a safe and healthy environment for the staff at the Board Office, the School Board approved changes to the central office. These improvements were completed during the year.

In the middle of the school year, students and parents associated with Charlottetown Rural High School expressed grave concerns about the overcrowded conditions at the school, apparent delays in school construction schedules, and the general physical conditions at the school. In reply, the School Board authorized that immediate repairs be made to the main building, that additional mobile classrooms be placed on the site for the fall of 1990, and that a number of students be rezoned to Colonel Gray for the 1990-1991 school year. As well, the Department of Education announced that renovations at the two high schools were to be completed simultaneously.

As the year ended, a number of developments regarding programs were adopted by the School Board. First, the Department of Education announced that, in the future, all French programs in the province would be delivered by Unit 5; thus, the responsibility for Ecole Francois Buote passed from Unit 3 to Unit 5 beginning in July, 1990. Second, the Unit 3 School Board established an Ad Hoc Early French Immersion Committee to study all aspects of the current program and service. Third, the Trustees decided that all schools that house grades seven to nine will be authorized to offer instrumental music programs.

I have appreciated the cooperation that I have received from the superintendents, administrators, teachers, and support staff in Unit 3 during the year. As well, I wish to place on record the assistance that I have received from the Department of Education, School Trustees' Association, and the Prince Edward Island Teachers' Federation. Finally, I wish to give special recognition to the Unit 3 Executive Committee members and the Chairpersons of the Unit 3 Standing Committees.

CURRICULUM COMMITTEE ANNUAL REPORT

Chairperson - Helen Larkin

The Curriculum Committee had established thirteen goals for itself in September of 1989 and acquired nine other areas of concern in the course of the year. The Department of Education's report on Art Education was not released before our last meeting and hence our intention to review this report was not carried out. All other goals were dealt with, to varying degrees, during our ten regular monthly curriculum meetings, three special curriculum meetings and five school visitations.

School visitations were identified as being of great interest and educational value to the members of the committee. Eldon Rogerson thus established a schedule of visits for the fall and spring which would help the committee to further its other goals. School visitations were made to:

Central Queens School - develop an understanding of how special needs students are integrated into the classroom at the elementary level.

Birchwood Junior High - view the facilities available to special needs students at this school, learn about the approaches and programs established to meet their needs, and observe late French Immersion classes.

Westisle Composite High School - view the facilities and learn about the vocational courses available to the students who wanted extensive skill development in a work area as well as the large number of students who wanted to take an exploratory course in a practical area.

Colonel Gray Senior High - learn about the guidance services needed at this level and the CHOICES program used by students to make career decisions.

East Wiltshire Junior High - become familiar with the family life program offered here, participate in a class discussion, and hear comments from both teachers and students.

The Chairperson and/or other members of the Curriculum Committee attended some or all of several curriculum-related workshops and conferences including: the P.E.I.T.F. Annual Convention, November Professional Development Day, National Convention of the Canadian Association for Community Living, Educational Leadership Seminar, the first Unit 3 Science Fair, Drama Fest '90 and the Band Fest. During the year, we invited presentations on the following areas of curriculum innovation: "Unit 3 Needs Assessment" and "Programs for the Gifted" by Ron Moore; "Career Exploration Courses" by Sterling

Stratton; the "Science, Technology & Society" pilot program by Don Norman, the Unit 3 Area 3 Joint Staff Development Committee; Late French Immersion Programs by Bernard Pepin; the newly authorized math program by Eldon Jamieson and Ron Moore; and the Family Life Education Program with Isabel Christian. In addition, the members of the committee reviewed two videos on AIDS and recommended to the Minister of Education that accurate information on AIDS be made accessible to all our students.

As well, the committee listened to presentations from concerned parties including "Coalition for a Better Confederation", the "P.E.I. Association for Community Living", "Canadian Parents for French", and Vaughn Jelliffe who left copies of her research on "Attitudes of Elementary School Children Towards Roles & Stereotypes".

A major area of concern was the early, mid and late French Immersion programs. The committee was asked to review the early French Immersion registration process. In doing so, a public meeting was held in early January to receive suggestions and a follow-up survey conducted. The survey showed that there were enough early French Immersion positions available in the Unit, but location was a problem. Parents did not favour a random selection of students and hence the present registration procedure was used again in 1990. The selection procedure for late French Immersion students was reviewed and found to be quite satisfactory. A decision was made to have three city late French Immersion classes, two at Birchwood and one at Queen Charlotte. It must be noted that a parent's group lobbied strongly for a late French Immersion class at Stonepark. Consistency of program presentation and available resources dictated otherwise although three representative parents met with the committee to review the rationale for placement of classes. The mid French Immersion policy for the new Gulf Shore School was introduced and passed by the Board. Because numbers were lower than required by (regulation) to start a Grade 1 Immersion class in Glen Stewart, the committee recommended to the Board that an exception be made to policy and such a class be established in Glen Stewart for 1990-91. Because of all the above concerns and more, the Curriculum Committee recommended to the Board that an Ad Hoc Committee be struck to review all aspects of the French Immersion Policy.

The Curriculum Committee reviewed the draft proposal for School Library Resource Centres, agreeing in general with the policy and making a few suggestions. The committee also reviewed, and took to a special session of the entire Board, the Elementary Education Committee Report. Reaction was quite favourable despite concerns in certain areas such as percentage of time on English language arts versus French subjects taught, amount of time devoted to math and science, and the introduction of core French in Grade 1 for all students. The committee was also involved in the review and reaction to the Philosophy of Education Report.

The committee supported the concept of a universal kindergarten system in P.E.I. and suggested further study on the possibility of providing full-time daycare facilities in the two new senior high schools.

The committee was most pleased to extend congratulations in the spring of 1990 to Mr. Len Sirois, Birchwood, and to Pauline Coady and Nancy FitzGerald, Bluefield, winners of Marshall MacLuhan Awards for curriculum development. Congratulations were also sent to Judy Davies for a Golden Apple Award. The Unit is most fortunate to share in the talents of these program innovators.

A thank you is extended to each of the hard-working members of the Curriculum Committee: Liz Arbing, Helen McCabe, Ulysse Robichaud and Reid Sangster, and to our able advisor and resource person, Eldon Rogerson.

FINANCE AND OPERATIONS COMMITTEE

CHAIRPERSON - JEANNIE LEA

As Chairperson of the Finance and Operations Committee, I submit the following report of the committee's accomplishments for the 1989-1990 school year.

Members of the Finance and Operations Committee were Bruce MacIsaac, Greg Peters, Jill Lightwood, Lorraine MacDonald and myself.

The committee was formed in late August and established a number of goals that were related to issues and responsibilities to be carried out during the year. The goals were as follows:

1. Update and review student enrollment and accommodations report.

2. Set up evaluation policy with procedures for the support staff.

3. Continue to plan and monitor developments on school construction.

4. Complete study and recommendations on Electoral Zones Review.

5. Review of existing policies.

6. Monitor and follow up of addition to Board Office facilities.

7. Continue to monitor developments of new school construction for a French School.

During the year the Finance and Operations Committee was involved with the ongoing planning for school construction. The six additional relocatable classrooms were added to Glen Stewart and ready for the start of classes in September, 1989.

Tenders were called and awarded to Williams, Murphy & MacLeod for renovations to Birchwood Jr. High. This work will be completed by October, 1990.

Tenders were called and awarded to Schurmans for construction of a new school, grades 1-9, for the North Shore. This work commenced in October and will be completed by December, 1990.

Tenders were called and awarded for renovations and new facilities at Queen Charlotte Jr. High. This project started in May and will be completed by September, 1991.

Committees were established to plan and design a new school for the Cornwall area. This school will be ready for September, 1991.

Committees were established for the planning and design of the two high schools, Colonel Gray and Charlottetown Rural. Planning did start in the Spring of 1990 and it is hoped that tenders will be called in the Spring of 1991 with construction starting by June.

A number of tenders were called and awarded for the purchase of materials and equipment in academic and duplicating supplies, audio visual equipment, physical education equipment, office and classroom furniture, fuel oil and gasoline tenders, new school buses, snow removal and new tires.

The school unit initiated and completed a special capital project at Spring Park (window replacement) at a cost of $83,498.00.

The committee approved funds for trustees to attend the CSTA Atlantic Conference in Charlottetown and for three trustees to attend the CSTA Congress in Montreal in July, 1990.

The committee reviewed monthly financial statements with comparative analyses of expenditures to the previous year.

The committee submitted a projected budget submission in October, 1989 and held a meeting with the Minister of Education and departmental officials to discuss the needs of the Unit. This was followed up with a detailed submission in April for the 1990-1991 school year. Financially, the unit incurred a surplus of $7,081 from a budget of $43,842,933 for the 1989-1990 school year.

Board Office renovations were completed at a cost of $157,000 of which $50,000 was deferred to the 1990-91 school budget year.

The committee approved playground equipment grants to Glen Stewart, Englewood and Gulf Shore Consolidated Schools towards the development and expansion of existing playground facilities.

Rental agreements were renewed with the Village of West Royalty and Park Royal Church for the use of their facilities for school programs.

The committee held a contest for the naming of the new school to be constructed on the North Shore. The name selected was "The Gulf Shore Consolidated School".

The committee was involved in reviewing a policy for the Disposal of Surplus Land and/or School Buildings. The policy was revised by government and it will remain the School Boards responsibility to make recommendations to the Minister of Education for disposal of any surplus properties.

The committee was involved in a review of existing facilities at Charlottetown Rural and the level of maintenance required to upgrade certain areas of the building. During March Break, the Unit 3 maintenance department renovated washroom facilities, painted and performed a number of maintenance tasks to upgrade the facilities.

The committee had a busy but successful year. As Chairperson I extend my sincere thanks to Trustees, Jill Lightwood, Bruce MacIsaac, Greg Peters and Lorraine MacDonald for their support and efforts during the year. I would also like to thank Eric Ellsworth for the support he gave to me and the committee and for his excellent work during this demanding year. I also wish to express our appreciation to Marylou Sinnott Gennis.

PERSONNEL COMMITTEE REPORT

Chairperson - Anna Duffy

The Personnel Committee was comprised of four Trustees - Anna Duffy, Ann Francis, Robert MacArthur, and Gayle Mooney. We had a very busy and productive year under the direction of the Superintendent of Administration, John MacDonald.

During the year, the Teacher Transfer Policy (GCI) was developed, and the Evaluation of the Superintendent of Education Policy (GCNA) was revised.

The Teacher Transfer Policy (GCI) offers a more equal opportunity for professional challenge and growth, allows all teachers to become informed of all available teaching positions, and hopefully encourages more transfers.

Evaluation of the Superintendent of Education Policy (GCNA) was revised to provide a clearer process for the evaluation of the Superintendent of Education, and to afford the Superintendent a better opportunity for interpretative discussion of the evaluation report. It was decided the evaluation of the other superintendents not be included in this policy and be referred to the Personnel Committee of 1990-1991.

The Sexual Harassment Policy (GBCB) was drafted to explain the Unit 3 School Board commitment to a workplace free from sexual harassment. It is intended to familiarize all employees regarding what constitutes sexual harassment in the workplace and to address the process to be undertaken by Unit 3 School Board to deal with it. This policy proposal will be studied further by the 1990-1991 Personnel Committee prior to adoption by the School Board.

The Policy on Procedures for Conducting Hearings (BDE) was reviewed. No change was recommended at this time but an outline of procedure was inserted in the summary of Rules of Order prepared exclusively for use in Unit 3.

Ann Francis represented the committee on the Unit 3 Sabbatical Leave Committee. Two applicants from Unit 3, Judy Hughes, Principal of West Royalty and Joe Murphy, teacher in Eliot River, were granted sabbatical leaves. It was suggested to the Minister of Education by the Board that the financial award to teachers on sabbatical leave be granted a higher percentage of their salary to encourage an increased number of applicants.

Robert MacArthur represented Unit 3 School Board on the Provincial Review Committee on Administrative Positions Allocation.

The committee recommended that the Teacher Assistant Program - Employment and Immigration be renewed after concern was expressed regarding its loss. Following requests from provincial Ministers of Education and Canadian School Trustees' Association, the program was reinstated. This enabled Unit 3 to procure 24 positions - 6 for 14 weeks, and 18 for 13 weeks.

Fourteen principals were partially funded by the Board to attend the Canadian Association of Principals' National Conference in Halifax. They are to be commended for their interest in this professional development activity.

Three Unit 3 teachers, Len Sirois, Nancy FitzGerald, and Pauline Coady, were awarded the Marshall McLuhan Distinguished Teacher's Award for outstanding leadership and creativity within the school system. Len Sirois was the national winner.

The Personnel Committee in cooperation with Area 3 Association of the P.E.I. Teachers' Federation hosted a reception for retiring employees.

Statistics

Regional School Unit 3 employed 627.31 (full-time equivalent) instructional personnel, 42.86 (full-time equivalent) teacher assistants, and 219.75 (full-time equivalent) support staff (66.25 property maintenance, 113.00 transportation, and 40.50 administrative support). Two teachers were granted sabbatical leaves. Eleven teachers, one secretary, three custodians, and six bus drivers retired.

As Chairperson, I thank all the committee members for their cooperation, dedication, and good-will during the year. A special thanks to John MacDonald, Superintendent of Administration for his direction and support. It has been an extremely satisfying year!

Appendix A

REPORT OF THE SUPERINTENDENT OF EDUCATION

Sterling Stratton

During the past year, trustees, educators, and support staff of Regional School Unit 3 have attempted to meet the needs of the 10,000 students who are registered in the system. Since the needs of students and society are constantly evolving, all parties are required to seek solutions to the new challenges that arise each school year. Some of the problems that come to the attention of Unit 3 staff stem from the needs of individual students; other problems are more global and involve many members of the student body. In both instances, the 900 employees in Unit 3 strive to guide the students who are under our care so that "each (child) may take a meaningful place in society".

On occasion, school boards are confronted with issues associated with the changing needs of students that, when resolved, become landmark decisions. Four issues of this magnitude were studied by the Unit 3 School Board during the 1989-1990 school year. These were: (1) the adoption of new provincial policy entitled, "A Philosophy of Public Education for Prince Edward Island Schools", (2) the planned reconstruction of four major junior and senior high schools and the zoning implications associated with the plan, (3) the proposed introduction of two comprehensive high schools in the school district, and (4) the transference of responsibility for the French School from Unit 3 to Unit 5. The resolution of each of these issues has resulted in the establishment of procedures and practices that will form part of the educational foundation of Unit 3 for future years.

The acceptance of the revised philosophy of education for the province reaffirmed the commitment to meeting the needs of each individual child. The following excerpts from the provincial report illustrate this point.

> "PURPOSE -
>
> The purpose of the Prince Edward Island public education system is to provide for the development of children so that each may take a meaningful place in society.

BASIC PRINCIPLES -

-- Public education in P.E.I. is based on a quality program that respects the intrinsic value of the individual and centers on the development of each child.

--The public education system recognizes that education is a responsibility shared among the school, the family, and the community.

-- The public education system demonstrates respect and support for fundamental human rights as identified in the Canadian Charter of Rights and Freedoms and the P.E.I. Human Rights Act.

-- The public education system reflects the character, cultural heritage, and democratic institutions of the society it serves.

-- The programs in the public education system reflect a contemporary view of the knowledge, skills, and attitudes that are of most worth to the individual and to society."

These statements were supported by a specific set of goals that clearly established the mandate of the public education system.

In the past year, the School Board continued its plan to improve the school facilities in the Unit; projects were in the planning stages at the following locations - Cornwall Primary, Gulf Shore Consolidated, Birchwood Junior High, Queen Charlotte Junior High, Colonel Gray High and Charlottetown Rural High Schools. The completion of the major reconstruction projects at the junior and senior high schools coupled with enrollment predictions that suggest that the total number of students will remain static, means that the majority of students in grades seven to twelve will be housed at one of seven locations. These locations are:

Junior High Schools	Senior High Schools
Queen Charlotte	Charlottetown Rural
Birchwood	Colonel Gray
Stonepark	Bluefield
East Wiltshire	

(Note: A number of students in Grades 7 to 9 will also be housed in Gulf Shore Consolidated, Englewood, and Fort Augustus Schools)

The long term implication for the School Board is that if a significant number of students change residence locations within the boundaries of the Unit (as has been the case in recent years), there may be a need to rezone students in order to keep a reasonable balance of students in each school.

When the two high schools were added to the school construction list for Unit 3, it became necessary to determine whether the type of courses and services offered in the future at the schools would remain consistent with the past. Study by the School Board revealed (1) that the Hall/Glendenning Report recommended that the comprehensive high school model be extended across the province, (2) that Holland College Administration intended to reduce services under "Project Integration, and (3) that many high schools across Canada were transforming their traditional vocational courses to programs which were more generic in nature. Based on these circumstances, Unit 3 prepared a pilot proposal entitled Career Exploration Courses to be implemented at Colonel Gray and Charlottetown Rural High Schools. The challenge of this change includes the problem of introducing to the school society courses that contain objectives involving career education, specific manual skills, and common attitudinal/work skills.

Through changes in Departmental Regulations, which were supported by the School Board, the responsibility for the delivery of programs at the French School in Unit 3 was transferred to Unit 5. This change in provincial policy was implemented in July, 1990.

During the 1989/90 school year, the School Board adopted a teacher transfer policy that will give all employees an equal opportunity for professional challenge and growth. The new employment procedures which pertain to all instructional staff in Unit 3 include the posting of all vacant positions in each school, protection for teachers who are required to move from their positions because of extenuating circumstances, prompt interview schedules, and guarantees of interviews for at least six of the applicants for any one position. It is anticipated that this policy will improve communications between the board office and staff concerning the availability of positions in the school district.

Among the many dedicated employees in the Unit are those who retired at the end of the year. Their contributions over the years have been appreciated by all associated with Unit 3. Their names and positions are as follows:

Bill Bevins	Bus Driver
Mickey Cannon	Teacher
Weston Carmody	Teacher
Therese Donahue	Teacher
Tom Doyle	Bus Driver
Bill Ford	Bus Driver
Albert Holmes	Bus Driver
Dorothy Jones	Cleaner
Mary Keoughan	Teacher
Melinda MacDonald	Teacher
Pearl MacDonald	Teacher
Gladys MacLean	Cleaner
Mae MacLean	Secretary

Jean MacPherson	Teacher
Micheline McCarron	Teacher
Willard McCarron	Teacher
Greg Murphy	Bus Driver
Leo Peters	Teacher
Bernadette Proctor	Cleaner
Victor Toews	Teacher
Ray Tremere	Bus Driver

At the beginning of the school year, trustee David Oldford was transferred out of the province. The Minister of Education named Lorraine MacDonald as replacement trustee for Zone 14.

On behalf of the four superintendents in Unit 3, I thank all trustees, principals, instructional staff, and support staff for their cooperation and efforts during the 1989/90 school year. Finally, I wish to give special recognition to Lou Bradley, Chairperson of the Unit 3 School Board for his generous and valuable assistance during the year.

APPENDIX B

REGIONAL ADMINISTRATIVE SCHOOL UNIT 3

CHARLOTTETOWN, P.E.I.

FINANCIAL STATEMENTS

JUNE 30, 1990

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AUDITORS' REPORT

To the Board of School Trustees of Regional Administrative School Unit 3

We have examined the balance sheet of Regional Administrative School Unit 3 as at June 30, 1990 and the statements of revenue, expense and operating surplus and capital surplus for the year then ended. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion these financial statements present fairly the financial position of the Unit as at June 30, 1990 and the results of its operations for the year then ended in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

Charlottetown
Prince Edward Island

September 13, 1990

Doane Raymond

Chartered Accountants

REGIONAL ADMINISTRATIVE SCHOOL UNIT 3

BALANCE SHEET

JUNE 30, 1990

ASSETS	1990	1989
Current		
Cash and short term deposits	$ 2,418,641	$ 1,477,434
Receivables	156,887	144,146
Deposit on equipment		29,646
Prepaid expense	91,769	38,358
	2,667,297	1,689,584
Capital		
Investments (Note 2)	2,000	2,000
Land, buildings, and equipment (Note 3)	25,586,466	25,633,861
	25,588,466	25,635,861
	$28,255,763	$27,325,445
LIABILITIES AND SURPLUS		
Current		
Payables and accruals		
Grant (Note 4)	$ 635,521	$ 350,311
General	178,959	375,214
Salaries and benefits	390,007	109,488
Debenture interest payable	375	375
Capital	141,710	56,821
Deferred items (Note 5)	1,246,554	730,288
	2,593,126	1,622,497
Operating surplus	74,171	67,090
	2,667,297	1,689,587
Capital		
Long term debt - debentures (Note 6)	13,900,353	11,941,871
Capital surplus	11,688,113	13,693,987
	25,588,466	25,635,858
	$28,255,763	$27,325,445

ON BEHALF OF THE BOARD

.....Board Chairman

.....Board Secretary

REGIONAL ADMINISTRATIVE SCHOOL UNIT 3

STATEMENT OF CAPITAL SURPLUS

YEAR ENDED JUNE 30, 1990

	1990	1989
Capital surplus, beginning of year	$13,693,987	$14,209,814
Add:		
Purchase of		
Buildings and improvements	195,038	146,075
Furniture and equipment	527,582	464,109
Buses	636,316	578,480
Debt retirement out of current funds	304,107	293,203
	15,357,030	15,691,681
Deduct:		
Issue of debentures payable	2,262,589	711,696
Depreciation		
Buildings	549,680	558,718
Furniture and equipment	386,515	343,843
Buses	462,941	378,113
Disposal of		
Land, buildings and buses - net of accumulated depreciation	7,192	5,324
	3,668,917	1,997,694
Capital surplus, end of year	$11,688,113	$13,693,987

REGIONAL ADMINISTRATIVE SCHOOL UNIT 3

STATEMENT OF REVENUE, EXPENSE AND OPERATING SURPLUS

YEAR ENDED JUNE 30, 1990

	1990	1989
Revenue		
Grants		
Operations	$ 2,121,080	$ 1,762,649
Instructional (Note 7)	29,906,462	27,744,386
School maintenance and operation	3,881,900	3,647,949
Transportation	3,105,829	2,687,355
Long term debt	1,709,499	1,647,191
Sundry	317,165	367,435
Capital - bus purchases	636,316	578,480
- other	765,546	474,922
Unfunded depreciation on buildings, equipment and buses	1,399,136	1,280,672
	43,842,933	40,191,039
Expense		
Operations	2,187,999	1,768,022
Instructional	30,248,260	28,018,943
School maintenance and operation	4,861,900	4,532,328
Transportation	3,469,258	2,993,929
Long term debt	1,709,499	1,645,939
Capital - bus purchases	636,316	578,480
- other	722,620	610,184
	43,835,852	40,147,825
Excess of revenue over expense	7,081	43,214
Operating surplus, beginning of year	67,090	23,876
Operating surplus, end of year	$ 74,171	$ 67,090

REGIONAL ADMINISTRATIVE SCHOOL UNIT 3

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 1990

1. Accounting policies

(a) Depreciation

Depreciation is calculated on the diminishing balance basis for buildings at a rate of 2½% per annum and for furniture and equipment at 20% per annum. Depreciation is calculated on the straight line basis for buses at 12% per annum.

(b) Capitalization of fixed assets

Land, buildings, furniture and equipment are recorded at values carried in the accounts of the former School Boards as at June 30, 1972, with subsequent additions at cost. Buses are recorded at cost.

New schools constructed by the Department of Public Works are added to the fixed assets when title to them is passed to the unit.

(c) Commitments

Included in payables and accruals are outstanding commitments pertaining to the 1989-90 school budget for which the goods and services are to be received or provided subsequent to year end.

(d) Inventories, at the lower of cost and net realizable value

Bus parts inventory in the amount of $180,479 have not been reflected on the balance sheet. All such supplies are expensed when purchased.

(e) Deferred revenue

The Department of Education requires the unexpended portion of grants received for school bus purchases to be deferred and used for future bus purchases.

(f) Unfunded depreciation on buildings, equipment, and buses

Included in the schedules of expense is a charge for depreciation on the appropriate assets as indicated. As the expense has been included, a revenue amount must also be reflected to offset these charges. The Department of Education does not fund depreciation on a current basis.

2. Investments, at cost

	1990	1989
Bonds from Charlottetown Teachers' Pension Fund (approximate market value $1,888, 1989 $1,860)	$ 2,000	$ 2,000

3. Land, buildings, and equipment

	1990			1989
	Gross Value	Accumulated Depreciation	Net Book Value	Net Book Value
Land	$ 767,930		$ 767,930	$ 767,930
Buildings	29,120,812	$ 7,683,276	21,437,536	21,792,178
Furniture and equipment	5,517,528	3,971,465	1,546,063	1,404,992
Buses	4,408,411	2,573,474	1,834,937	1,668,761
	$39,814,681	$14,228,215	$25,586,466	$25,633,861

4. Grant payable (receivable)

	1990	1989
Province of Prince Edward Island - net		
Salaries and benefits	$ 728,832	$ 415,597
Contract services	(110,602)	(70,984)
Tuition	11,220	5,170
Sale of assets	6,071	528
	$ 635,521	$ 350,311

5. Deferred items

	1990	1989
Funds designated for		
Department advance on 1989-90 school year		$ 15,000
Minority and Second Language Purchases	$ 16,000	16,000
Future renovations and repairs to cafeteria equipment	175,087	147,924
Capital purchases		30,970
Building expansion		35,000
Bus purchases	746,774	79,976
Special project	8,000	15,836
Program expenditures	19,089	25,612
Future renovations and repairs to Colonel Gray School	226,604	307,799
Special capital projects	55,000	56,171
	$1,246,554	$730,288

6. Debentures payable

	1990	1989
Incurred by Regional Administrative School Unit 3	$13,900,353	$11,941,871

Annual principal payments required in each of the next five years are as follows:

1991	$440,065
1992	$492,572
1993	$453,893
1994	$439,493
1995	$473,605

Funds for the above payments will be provided annually by the Department of Education.

7. Instructional revenue and expense

	1990	1989
Included in both revenue and expenses are the amounts for		
Employer contributions for teacher pensions	$1,602,125	$1,524,557

REGIONAL ADMINISTRATIVE SCHOOL UNIT 3

SCHEDULE OF OPERATIONS EXPENSE

YEAR ENDED JUNE 30, 1990

	1990	1989
Salaries and benefits (see note below)		
Supervisory	$ 855,315	$ 603,991
Secretarial and clerical	1,021,187	928,658
	1,876,502	1,532,649
Professional services	24,529	16,616
Board member remuneration	30,362	25,000
Board member travel and other	30,577	28,703
Postal services and express	23,476	20,280
Advertising	22,114	17,538
Office supplies	32,638	28,515
Travel	120,654	86,671
Miscellaneous	27,147	12,050
	311,497	235,373
	$2,187,999	$1,768,022

Note:

Supervisory salaries include: Superintendent
Assistant Superintendents
Business Superintendent
Consultants

Secretarial and clerical salaries include: Board office secretarial and clerical staff
School secretarial staff

REGIONAL ADMINISTRATIVE SCHOOL UNIT 3

SCHEDULE OF INSTRUCTIONAL EXPENSE

YEAR ENDED JUNE 30, 1990

	1990	1989
Salaries and benefits (see note below)		
Instructional supervisory	$ 3,714,274	$ 3,576,147
Instructional non-supervisory	25,972,985	23,908,329
	29,687,259	27,484,476
Program		
Library	61,778	58,164
Duplicating supplies	117,632	117,146
Academic supplies	81,882	110,178
Home economics	12,035	12,910
Industrial arts	39,580	38,927
Science	15,272	18,563
Physical education	30,398	28,724
Art	19,086	17,752
Guidance	5,979	5,139
French	3,981	4,923
French immersion	64,218	12,683
Special education	12,504	12,267
Miscellaneous	81,824	85,135
Curriculum development	14,832	11,956
	561,001	534,467
	$30,248,260	$28,018,943

Note:

Supervisory salaries include: Principals
Vice-principals
Department heads
Co-ordinators

Non-supervisory salaries include all teaching staff not included above.

REGIONAL ADMINISTRATIVE SCHOOL UNIT 3

SCHEDULE OF SCHOOL MAINTENANCE AND OPERATION EXPENSE

YEAR ENDED JUNE 30, 1990

	1990	1989
Salaries and benefits (see note below)	$1,814,067	$1,657,844
Annual cleaning	12,475	12,375
Building repairs	515,044	439,676
Electricity	545,622	495,413
Equipment repairs	52,816	60,739
Fuel	404,030	315,452
Garbage, water and sewer	83,352	71,901
Insurance	118,763	112,194
Janitorial supplies	118,864	131,352
Maintenance and grounds	13,680	93,295
Rentals	63,053	61,061
Snow removal	71,897	67,363
Telephone	112,042	111,104
	2,111,638	1,971,925
Depreciation - school buildings	549,680	558,716
- furniture and equipment	386,515	343,843
	936,195	902,559
	$4,861,900	$4,532,328

Note:

Salaries include: Building and maintenance supervisor
Janitorial staff
Maintenance staff

REGIONAL ADMINISTRATIVE SCHOOL UNIT 3

SCHEDULE OF TRANSPORTATION EXPENSE

YEAR ENDED JUNE 30, 1990

	1990	1989
Salaries and benefits (see note below)	$2,164,561	$1,920,511
Gas	289,649	233,186
Bus depot parts and supplies	401,470	308,038
Contract services	78,938	102,922
Insurance	20,334	13,545
Miscellaneous	51,365	37,614
	841,756	695,305
Depreciation - buses	462,941	378,113
	$3,469,258	$2,993,929

Note:

Salaries include: Transportation supervisor
Bus driver staff
Bus depot staff

REGIONAL SCHOOL UNIT 3

ENROLMENT BY AGE, GRADE, SEX

October 31, 1989

	Grade 1		2		3		4		5		6		7		8		9		10		11		12		SPEC.		TOTAL		TOTAL
AGE	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	
Under 6	113	98																									113	98	211
6	310	363	68	74	1																						379	437	816
7	32	62	318	337	83	64																			1		434	463	897
8		1	47	56	288	328	74	71																	1		410	456	866
9				3	43	91	312	271	68	55															1		424	420	844
10					1	3	50	104	319	306	79	67	1												1	3	451	483	934
11				1			1	7	58	103	295	242	76	72												2	430	427	857
12							1		5	7	69	101	323	279	63	37	2									3	463	427	890
13											1	9	59	118	292	261	62	59	1						3	1	418	448	866
14													8	19	58	117	287	295	70	60	2				1	5	426	496	922
15														4	9	18	77	122	243	250	62	56	1	1	4	2	396	453	849
16																3	13	25	65	127	273	212	62	47	3	4	416	418	834
17																		1	18	25	67	92	257	245	3	3	345	366	711
18																			6	5	15	32	81	120	1	2	103	159	262
19																			2	2	3	12	17	46	4	4	26	64	90
20																					2	2	3	2	1	2	6	6	12
Over 20																					3		2			1	5	1	6
	455	524	433	471	416	486	438	453	450	471	444	419	467	492	422	436	441	502	405	469	427	406	423	461	24	32	5,245	5,622	10,867

REGIONAL SCHOOL UNIT 3

ENROLMENT BY SCHOOL AND GRADE

October 31, 1989

SCHOOL CODE AND NAME	1	2	3	4	5	6	7	8	9	10	11	12	SPECIAL	TOTAL
310 Charlottetown Rural High										377	338	374	11	1100
311 Colonel Gray Senior High										282	238	238		758
314 Bluefield High										215	257	272		744
320 Birchwood Junior High							205	173	184				32	594
321 Queen Charlotte Junior High							189	131	145					465
323 Stonepark Junior High							277	294	300					871
324 East Wiltshire Junior High							209	186	217					613
340 Glen Stewart Elementary	140	125	130	152	142	125								814
341 Central Queens Elementary	69	56	59	67	54	68								373
342 Eliot River Elementary	145	158	154	155	140	143							4	899
343 L. M. Montgomery Elementary	61	50	66	56	59	46							2	340
344 Fort Augustus Elementary	30	24	26	26	27	19	17	27	23					219
345 Englewood School	33	33	32	28	22	31	31	22	34					266
346 Parkdale Elementary	42	31	29	20	40	29								191
347 Prince Street Elementary	79	64	60	69	56	61								389
348 Stella Maris School	13	10	15	13	13	13	27	22	40					166
349 Sherwood Elementary	85	86	104	75	112	95								557
350 Ecole Francois-Buote	13	9	9	5	6	2	4	3						51
351 Spring Park Elementary	84	99	90	91	105	87								556
352 St. Ann's Elementary	7	7	3	3	8	6								34
353 St. Augustine's Elementary	17	19	21	9	18	18								102
354 St. Jean Elementary	38	34	27	37	32	37							1	236
355 West Kent Elementary	58	63	52	59	50	56							5	343
356 West Royalty Elementary	25	32	17	21	21	14								130
357 Stanhope-Grand Tracadie Elementary	10	4	8	5	16	13								56
TOTAL UNIT 3	979	904	902	891	921	863	959	858	943	874	833	884	56	10,867

Appendix E

REGIONAL SCHOOL UNIT 3

NUMBER OF FULL-TIME EQUIVALENT INSTRUCTIONAL PERSONNEL

BY CERTIFICATE AND AVERAGE SALARY

June 30, 1990

CERTIFICATE	NO.	AVERAGE SALARY
C2	2.00	$24,524
C3	8.43	28,999
C4	81.74	33,200
C5	323.04	38,814
C5A	98.40	43,087
C6	95.97	46,260
Vocational Type A & B		
C1	.60	20,092
C2	1.00	36,545
C3	.33	13,471
C4	1.00	43,235
C5	1.00	44,031
C6	1.00	45,640
TOTAL	614.51	$39,944

Appendix F

REGIONAL SCHOOL UNIT 3

NUMBER OF FULL-TIME EQUIVALENT
SUPPORT AND SUPERVISORY PERSONNEL

BY CATEGORY AND AVERAGE SALARY

June 30, 1990

CATEGORY	NO.	AVERAGE SALARY
Administrative Support	40.50	$20,039
Property Maintenance	66.25	20,218
Teacher Assistants	42.86	16,075
Transportation	113.00	15,342
Board Based Supervisory		
Non-Instructional	3.00	44,012
Instructional	12.80	47,454

Appendix G

REGIONAL SCHOOL UNIT 3

TRANSPORTATION STATISTICS

1989 - 1990

SCHOOL BOARD OWNED BUSES

1.	Number of Operational Buses	109
2.	Seating Capacity of Buses Used	7,084
3.	Number of Students Transported	9,197
4.	Kilometers Per Day Regular Route	8,949
5.	Kilometers Per Year Regular Route	1,664,533
6.	Kilometers Per Year - Extra Curricular Use	141,908
7.	Total Kilometers Per Year (5+6)	1,806,441
8.	Cost of Salaries and Benefits	$2,164,561
9.	Cost of Bus Operation*	$ 841,756
10.	Total Transportation Operational Cost (8+9)	$3,006,317
11.	Average Number of Students Per Bus (3/1)	84
12.	Average Number of Yearly Kilometers Per Bus (7/1)	16,573
13.	Operational Cost Per Bus (9/1)	$7,723
14.	Operational Cost Per Kilometer (9/7)	$ .46
15.	Total Transportation Operational Cost Per Student Transported (10/3)	$ 326.88

CONTRACTS

1.	Number of Contracts	18
2.	Cost of Contracts	$77,482
3.	Kilometers Per Day	1,493
4.	Total Kilometers Per Year	277,698
5.	Number of Students Transported	54
6.	Cost Per Kilometer (2/4)	$ .28
7.	Cost Per Student Transported (2/5)	$1,435

*Bus operation costs are for regular route and extra curricular use. Operating costs do not include depreciation on buses.

Appendix H

REGIONAL SCHOOL UNIT 3

INVENTORY OF SCHOOL BUSES

1989 - 1990

Number of Buses on Hand July 1, 1989	125
Buses Sold Since July 1, 1989	10
Other Buses Removed From Inventory	2
New Buses	
Ordered	12
Delivered	12
Number of Buses on Hand June 30, 1990	125
Total Cost of New Buses	$636,316

Appendix I

REGIONAL SCHOOL UNIT 3

BOARD OFFICERS AND COMMITTEES

1989 - 1990

CHAIRPERSON - Louis Bradley

VICE-CHAIRPERSON - Robert MacArthur

SECRETARY - Helen McCabe

CURRICULUM COMMITTEE

Helen Larkin, Chairperson
Elizabeth Arbing
Helen McCabe
Ulysse Robichaud
Reid Sangster
Louis Bradley (Ex Officio)
Sterling Stratton (Ex Officio)
Eldon Rogerson (Ex Officio)

FINANCE & OPERATIONS COMMITTEE

Jeannie Lea, Chairperson
Bruce MacIsaac
Greg Peters
Jill Lightwood
Lorraine MacDonald
Louis Bradley (Ex Officio)
Sterling Stratton (Ex Officio)
Eric Ellsworth (Ex Officio)

PERSONNEL COMMITTEE

Anna Duffy, Chairperson
Ann Francis
Robert MacArthur
Gayle Mooney
Louis Bradley (Ex Officio)
Sterling Stratton (Ex Officio)
John MacDonald (Ex Officio)

AD HOC COMMITTEE ON FRENCH IMMERSION

Ann Francis, Chairperson
Lorraine MacDonald
Helen McCabe
Louis Bradley (Ex Officio)
Helen Larkin (Ex Officio)
Sterling Stratton (Ex Officio
Eldon Rogerson (Ex Officio)

Appendix J

REGIONAL SCHOOL UNIT 3

BOARD REPRESENTATION ON EXTERNAL COMMITTEES

1989 - 1990

Prince Edward Island School Trustees' Association

Elizabeth Arbing	- P.E.I. Citizens Council on Drug Abuse - Association of School Health of P.E.I.
Anna Duffy	- Unit 3 Director of S.T.A. - Chairperson of Education and Curriculum Committee - Educational Leadership Seminar Committee - Annual Meeting Planning Committee
Jeannie Lea	- Unit 3 Director of S.T.A. - Vice President of P.E.I.S.T.A. - Chairperson of Negotiations Committee - Pay Equity Committee - Provincial Consultative Committee on Education - Provincial Philosophy Committee
Robert MacArthur	- Provincial Review Committee on Administrative Positions Allocation
Helen McCabe	- Annual Meeting Planning Committee
Gayle Mooney	- Resolutions Committee
Greg Peters	- Finance Committee

Other Associations

Louis Bradley	- Planning Committee for French School/Cultural Centre - Provincial Consultative Committee on Education
Ulysse Robichaud	- Planning Committee for French School/Cultural Centre

Appendix K

REGIONAL SCHOOL UNIT 3

MEMBERS OF THE UNIT 3 SCHOOL BOARD

June 30, 1990

ZONE	NAME	ADDRESS	DATE OF EXPIRATION OF TERM
1	Louis Bradley	Kelly's Cross	June 30, 1991
2	Ann Francis	New Glasgow	June 30, 1993
3	Greg Peters	Clyde River	June 30, 1991
4	Helen McCabe	Cornwall	June 30, 1993
5	Ulysse Robichaud	Cavendish	June 30, 1991
6	Jill Lightwood	27 Great George Street Charlottetown	June 30, 1993
7	Bruce MacIsaac	21 Lapthorne Avenue Charlottetown	June 30, 1991
8	Gayle Mooney	97 Upper Prince Street Charlottetown	June 30, 1993
9	Jeannie Lea	84 Greenfield Avenue Charlottetown	June 30, 1991
10	Helen Larkin	3 Maplewood Crescent Charlottetown	June 30, 1993
11	Robert MacArthur	77 Kensington Road Parkdale	June 30, 1991
12	Reid Sangster	8 Pine Drive Sherwood	June 30, 1993
13	Elizabeth Arbing	Marshfield	June 30, 1991
14	Lorraine MacDonald	21 Harbourview Drive Southport	June 30, 1993

Appendix L

REGIONAL SCHOOL UNIT 3

BOARD OFFICE STAFF

June 30, 1990

Sterling Stratton	- Superintendent of Education
John MacDonald	- Superintendent of Administration
Eldon Rogerson	- Superintendent of Programs
Eric Ellsworth	- Superintendent of Business

Instructional Staff

Vangie Broderick	- Psychologist
Norine Hanus	- Librarian
Eldon Jamieson	- Education Consultant
Frank Lechowick	- Psychologist
Al Ledgerwood	- Psychologist
Linda Lowther	- French Immersion Coordinator
Winnifred MacInnis	- Special Education Consultant
Ron Moore	- Research and Development Assistant
Kathy Pilkington	- Special Education Consultant
Debbie Pineau	- Core French Coordinator
Jeanette Scott	- Language Arts Consultant
Nancy Veale	- Language Learning Difficulties Project Worker

Administrative Support Staff

Cindy Annett	- Secretary/Administration
Albert Arsenault	- Maintenance Supervisor
Elizabeth Chandler	- Payroll Supervisor
Cathy Creamer	- Secretary/Transportation
Mary Dunne	- Secretary/Programs
Ginny Foley	- Secretary/Programs
Mary Gallant	- Accounts Payable Clerk
Cathy Gormley	- Payroll Assistant (Leave of Absence)
Tony Gould	- Accountant
Donald MacFadyen	- Transportation Supervisor
David MacKinnon	- Computer Assistant
Linda MacLeod	- Receptionist
Judi McGuire	- Secretary/Administration
Carol Mawle	- Photocopier Operator
Darlene Mutch	- Data Processor
John O'Neill	- Audio Visual Coordinator
Elizabeth Palmer	- Payroll/Program Assistant
Marylou Sinnott Gennis	- Secretary/Business
Sharon Smith	- Secretary/Personnel
Carolyn Whelan	- Payroll Assistant

Appendix M

REGIONAL SCHOOL UNIT 3

SCHOOLS AND PRINCIPALS

1989 - 1990

SCHOOL	GRADES	PRINCIPAL
Birchwood	7 - 9	George MacDonald
Bluefield	10 - 12	Adelbert Roche
Central Queens	1 - 6	Brian Andrew
Charlottetown Rural	10 - 12	Bernard Connolly
Colonel Gray	10 - 12	Tom Wilkinson
East Wiltshire	7 - 9	Gordon Ellis
Eliot River	1 - 6	Ron Bolger
Englewood	1 - 9	Lloyd Mallard
Fort Augustus	1 - 9	Edmund Kelly
Francois Buote	1 - 9	Gerald Morin
Glen Stewart	1 - 6	Maitland MacIsaac
L.M. Montgomery	1 - 6	George Doughart
Parkdale	1 - 6	Patrick Connolly
Prince Street	1 - 6	Brooke Brady
Queen Charlotte	7 - 9	Glen Hughes
St. Ann's	1 - 6	Ricky Hood
St. Augustine's	1 - 7	Ricky Hood
St. Jean	1 - 6	Ron Gallant
Sherwood	1 - 6	Om Joshi
Spring Park	1 - 6	Grant Canvin
Stanhope/Grand Tracadie	1 - 6	Gemma Dunn
Stella Maris	1 - 9	Ricky Hood
Stonepark	7 - 9	Eugene Murphy
West Kent	1 - 6	Ted Redmond
West Royalty	1 - 6	Judy Hughes